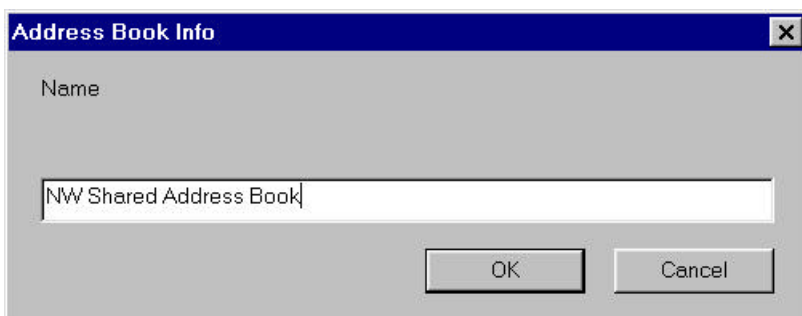# Shared Address Book for DMS Mail (Netscape ver. 4.07)

These instructions show you how to copy a shared Address Book used in DMS to other PC's. You can create a shared address book or use the one prepared by the NWCC and copy it between PC's so you don't have to build the same address book on each PC.

The overall process involves downloading the address book (f you are using the NW Shared Address Book), copying the address book file (*.na2) into your Netscape profile directory, and then adding the address book into your Netscape Configuration.

If you have your own address book to copy, skip to Step #2.

1. Download the NWSharedAddressBook.na2 file from the NWCC web site. (http://www.or.blm.gov/nwcc). You will find the file listed under the "Publications" menu.   Save it to a temporary directory or download it directly into your Netscape profile directory if known.

2. Locate your DMS Profile directory. Netscape's default directory structure places your profiles as follows: c:\Program Files\Netscape\Users*profile name or "default."* Your profile directory may be contained in the "Default" directory or you may have to search around within the Netscape directory to find it. If not "Default" your profile directories are your DMS profiles (i.e. ORNWC, WAOKF, ORMHFMOB, etc.) Then copy the downloaded file (or your own address book) into that directory. Be sure to copy the file into all of the profile directories where you want to use it.

3. Launch Netscape Communicator and go into your DMS Mailbox (be sure to log onto the profile where you copied the file).

4. Go into your Address Book window by clicking **Communicator**, **Address Book**. Then to add the address book click on **File**, **New Address Book** and type as follows (Be Exact!!): (Remember to use your own address book name if you are not using the NW Shared Address Book).

Click OK and you should now see the NW Shared Address Book listed with your address books. In the NW Shared Address Book are the "NWC All Units" mailing list and the "NW Commit Mailing List." You can now edit and customize these lists to fit your needs.

If you have any questions or problems please contact the NWCC